



State of Utah
**Application for a Broker License
Procedures Checklist**

Division of Real Estate
PO Box 146711
Salt Lake City, UT
84114-6711
(801) 530-6747

The Division of Real Estate requires that a broker license application contain the following:

- ☐ **1. Score reports** (*two blue forms*) from the professional testing service showing a passing score. License application must be signed by the principal broker with whom the applicant will be affiliating as an associate broker, or by himself if he is opening his own company.
 - ☐ **A.** Completed application for licensure.
 - ☐ **B.** Signed "Personal Screening Questionnaire" form.
- ☐ **2. Education documentation** consisting of *original* signed school certificate(s) and/or an education waiver issued by the Division totaling 120 classroom hours. This form is found in the center of the ASI examination handbook.
- ☐ **3. Change card** indicating change of status from an active sales agent to associate broker or principal broker.
- ☐ **4. Documentation of full time experience.**
 - ☐ **A.** A notarized "Documentation of Full-time Experience" form signed by the applicant.
 - ☐ **B.** A notarized "Brokerage Verification Form" from each broker with whom an applicant has been affiliated during the five years immediately preceding the broker license application. This form must be completed and mailed to the Division *by the principal broker*. The Division will not accept copies delivered by the applicant.
 - ☐ **C.** Transaction Logs. These logs must be completed by the applicant. Each page should be signed by the applicant and also by the broker with whom the applicant was affiliated during the transaction.
 - ☐ **D.** Letters or other documentation verifying Optional Experience.
- ☐ **5. Licensing fee of \$118.** *Please do not send the fee to the Division until your application packet is complete.*
- ☐ **6.** If the applicant is to be the principal broker of a new real estate company, or the broker of an existing company, or a branch broker, please contact the Division for additional information.

Qualified brokers previously licensed in another state are required to only complete sections 1,2,4A, 4C, 4D (if applicable), 5, and 6.

APPLICANTS PLEASE NOTE: Applications will not be processed until the Division has received all required documents. The Division advises that applicants request broker verification documents *many* weeks ahead of making an application.